



County of San Bernardino

**F A S  
STANDARD CONTRACT**

<b>E</b> <input type="checkbox"/> <b>New</b> <b>M</b> <input type="checkbox"/> <b>Change</b> <b>X</b> <input checked="" type="checkbox"/> <b>Cancel</b>		<b>Vendor Code</b>		<b>SC</b>	<b>Dept.</b> <b>BDF</b>	<b>A</b>	<b>Contract Number</b>
County Department <b>Board of Supervisors</b>					Dept. Orgn.		CONTRACTOR's License No.
County Department Contract Representative <b>Kathy Kubesh</b>					Ph. Ext. <b>4636</b>		Amount of Contract
Fund <b>AAA</b>	Dept. <b>BDF</b>	Organization <b>BDB</b>	Appr. <b>100</b>	Obj/Rev Source <b>1010</b>		Activity	GRC/PROJ/JOB Number
Commodity Code			Estimated Payment Total by Fiscal Year				
Project Name			FY	Amount	I/D	FY	Amount I/D
_____			_____	_____	_____	_____	_____
_____			_____	_____	_____	_____	_____
_____			_____	_____	_____	_____	_____

THIS CONTRACT is entered into the State of California by and between the County of San Bernardino, hereinafter called the County, and

Name

Vanessa Abbuhl

hereinafter called CONTRACTOR

Address

On File

Phone

On File

Birth Date

On File

Federal ID No. or Social Security No.

On File

**IT IS HEREBY AGREED AS FOLLOWS:**

*(Use space below and additional bond sheets. Set forth service to be rendered, amount to be paid, manner of payment, time for performance or completion, determination of satisfactory performance and cause for termination, other terms and conditions, and attach plans, specifications, and addenda, if any.)*

It is hereby agreed that County shall employ CONTRACTOR as an Executive Secretary I for the Second District Supervisor of San Bernardino County, and that CONTRACTOR shall provide services in the manner and on the terms and conditions hereinafter set forth:

1. The term of this contract shall commence on June 30, 2003, and continue in effect until terminated as hereinafter provided. This contract may be terminated at any time by either party by the giving of fourteen (14) days written notice of termination to the other party. The County Administrative Officer shall have full authority and discretion to exercise County rights under this paragraph.
2. For and in consideration of CONTRACTOR's services, County agrees to pay CONTRACTOR, and CONTRACTOR agrees to accept a salary rate equal to Step 4 of Grade 37. With the written approval of the Second District Supervisor, the CONTRACTOR may advance in step based on the progression of step advancements in accordance with the provisions of the exempt salary ordinance relative to salary rates and step advancements. CONTRACTOR shall receive any across-the-board salary adjustments as may be granted to, and at the same time as, positions in the exempt group.

3. In the performance of her duties under this contract, CONTRACTOR shall be required to work such hours as necessary to carry out the duties specified in this contract under the direction of the Second District Supervisor, and such hours may be varied so long as the work requirements and efficient operation of the County are assured.
4. CONTRACTOR shall receive the same sick leave accruals, vacation leave accruals, holiday leave accruals and retirement system contributions as provided to employees in the Administrative Services Unit.
5. CONTRACTOR shall be covered by County's workers' compensation and general liability insurance during the hours actually worked under this contract. In addition, CONTRACTOR shall be covered by the County's Term Life Insurance, Long-Term Disability Insurance, Short-Term Disability, Vision Care Insurance, and the Psychology Services program. CONTRACTOR shall be eligible to participate in the County's 457 Deferred Compensation Plan in the same manner as regular County employees.
6. CONTRACTOR shall participate in the Benefit Plan, and shall receive the same bi-weekly amount provided to Exempt employees in the county Benefit Plan, currently \$200.00. CONTRACTOR shall receive any adjustments to this amount as may be granted to, and at the same time as, employees in the Exempt group.
7. CONTRACTOR will be reimbursed for actual expenses incurred in the performance of this contract in accordance with the County Code provisions governing exempt employees. In addition, CONTRACTOR shall be paid a bi-weekly allowance of \$34.62, to compensate CONTRACTOR for the business related use of CONTRACTOR's personal cell phone.
8. CONTRACTOR shall have the following duties and responsibilities in carrying out the functions under this contract:
  - a. Provide general office support including receiving appointments, answering incoming phone calls, scheduling of appointments, filing, and copying.
  - b. Ensure efficient processing of documents and correspondence received by office.
  - c. Handle sensitive public inquiries and contacts.
  - d. Compose correspondence and memorandum under the direction of the Second District Supervisor.
  - e. Varied duties as assigned by the Second District Supervisor or his designee.
  - f. Prepare reports for the Second District Supervisor.
  - g. Represent the Second District Supervisor at various meetings and events.
9. As a condition of employment with the County, CONTRACTOR does hereby agree to uphold the conflict of interest policy of San Bernardino County which states:

"No official or employee shall engage in any business or transaction or shall have a financial or other personal interest or association which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business, personal or political association. This section shall not serve to prohibit independent acts or other forms of enterprise during those hours not covered by active County employment providing such acts do not constitute a conflict of interest as defined here. An employee is also subject to provisions of California Government Code Sections 1090, 1126, 87100 and any other applicable provisions of the Government Code and any Conflict of Interest Code applicable to County employment."

10. CONTRACTOR shall receive only the benefits and compensation specifically set forth in this contract.
11. If the services to be performed under this agreement require CONTRACTOR to drive a vehicle, CONTRACTOR must possess a valid California driver's license at all times during the performance of this agreement. In order for the CONTRACTOR to use any County-owned vehicle during the performance of this agreement, CONTRACTOR agrees to allow County to obtain a Department of Motor Vehicles report of CONTRACTOR's driving record. If such report discloses that CONTRACTOR has an unsafe driving record, in the opinion of the County Risk Manager, CONTRACTOR may be prohibited from using any County-owned vehicle.

In order for CONTRACTOR to be able to use a private vehicle during the performance of this agreement, CONTRACTOR shall be covered by vehicle liability insurance at least equal to the minimum requirements of the California Vehicle Code. Such requirements currently are:

- a. Fifteen thousand dollars (\$15,000) for single injury or death;
- b. Thirty thousand dollars (\$30,000) for multiple injury or death; and
- c. Five thousand dollars (\$5,000) for property damage

Failure to comply with the requirements of this paragraph shall be deemed grounds for termination of this agreement, pursuant to Paragraph 1.

12. This contract supercedes contract #02-1223. Execution of this contract shall not be considered a break in service, and CONTRACTOR shall carry forward all existing leave balances.

COUNTY OF SAN BERNARDINO

<sup>TM</sup>  
Chairman, Board of Supervisors

Dated \_\_\_\_\_

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD.

Clerk of the Board of Supervisors of the County of San Bernardino.

By \_\_\_\_\_  
Deputy

Approved as to Legal Form

<sup>TM</sup>  
County Counsel

Date \_\_\_\_\_

02-12311-000 Rev. 11/90

Vanessa Abbuhl

(State if corporation, company, etc.)

By<sup>TM</sup> \_\_\_\_\_  
(Authorized Signature)

Dated \_\_\_\_\_

Title Executive Secretary I, Second District

Address On file

Reviewed as to Affirmative Action

<sup>TM</sup>

Date \_\_\_\_\_

Presented to BOS for Signature

<sup>TM</sup>  
Department Head

Date \_\_\_\_\_